

**MINUTES  
VILLAGE OF LAKEPARK COUNCIL MEETING  
3801 LAKE PARK ROAD, LAKE PARK, NC  
REGULAR SESSION**

**AUGUST 8, 2017**

**ATTENDING:** Mayor David Cleveland  
Council Members: John Barnes, Sandy Coughlin, Pam Jack and Fabian Szarko  
Finance Officer Cheryl Bennett  
Village Administrator Cheri Clark  
Attorney Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the August 8, 2017 Regular Session Council meeting to order.

**INVOCATION:** Pam Jack gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor David Cleveland led the Pledge of Allegiance.

**PUBLIC COMMENT:** Luanne Sherron, Vice President – Key Accounts & Government Relations with Union Power shared that there are 1,300 meters in the Village of Lake Park. Union Power serves over 73,000 accounts in 5 counties, has 6,000 miles of line and averages 12 members per mile of line. Union Power is in the top 5% of the largest cooperatives in the nation. John Barnes shared that he has noticed that Union Power is replacing the existing lighting with LED. Ms. Sherron shared that as lights are being replaced, Union Power is using LED lights for a more efficient use of power.

Claudia Flagg – 5309 Creft Circle – shared that traffic along Faith Church Road has increased significantly. She would like to see NCDOT create a four way stop at one of the Creft Circle intersections. Mrs. Flagg requested that the Village write a letter to NCDOT and she will also be requesting that the HOA write a similar letter to NCDOT. Mayor David Cleveland shared that the Five Year Strategic Plan's biggest concern was safety and that traffic and speeding was the top safety concern.

Judy Taul requested that the Village have a recycle cart available at the Community Center for people to use.

**APPROVAL OF MINUTES:** Fabian Szarko made the motion to approve the July 11, 2017 Regular Session Council minutes, July 11, 2017 Personal Property Ordinance Public Hearing minutes and the July 11, 2017 Parking Ordinance Public Hearing minutes as presented. John Barnes seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Sandy Coughlin made the motion to adopt the August 8, 2017 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Hackney shared that there were 91 calls for service in July and 172 self-initiated calls. There were 15 alarm calls, 2 disturbance or nuisance, 1 property damage vandalism mischief, 1 suspicious vehicles, 2 dog complaints, 4 larceny thefts and 23 traffic stops. John Barnes commended our Deputies for their response time on a recent incident in the Village and for all they do to keep Lake Park a safe place to live and play.

Deputy Hackney also shared that National Night Out was very successful and that Lake Park had the largest small town turnout.

John Barnes made the motion to adopt the Personal Property Ordinance as presented. Pam Jack seconded the motion. Vote – Unanimous.

Sandy Coughlin made the motion to adopt the Parking Ordinance as presented. John Barnes seconded the motion. Vote – Unanimous.

**VOLP FIVE YEAR DEVELOPMENT PLAN:** Mayor David Cleveland shared that the Safety Committee is looking at ways to address the concerns raised by the citizens. The next Safety Committee meeting is Thursday, August 24<sup>th</sup> at 7 pm.

The Animal Control Committee has met once and will be meeting again on Thursday, August 24<sup>th</sup> at 8 pm.

Sandy Coughlin shared that the Communication Committee will be meeting on Thursday, August 31 at 7 pm. They are working on some proposals for Council.

Fabian Szarko shared that the Curb Appeal Committee has been looking at neighborhood signs, landscaping and other aesthetics throughout the Village. The Curb Appeal Committee will meet on Tuesday, August 29<sup>th</sup> at 6:30.

Pam Jack shared that the Perception Committee is meeting on Tuesday, August 15<sup>th</sup> at 7 pm.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared that July is the first month of the new fiscal year and with expenses (insurance, dues, contracts and salaries) being paid, the Village spent \$94,000 more than the revenue that was collected.

	<u>Jul 17</u>	<u>Budget</u>	<u>% of Budget</u>
General fund			
Income			
Property Taxes			
Ad valorem current year	388.13	545,742.00	0.07%
Utility ad valorem	0.00	6,307.00	0.0%

Motor vehicle tax	0.00	78,389.00	0.0%
Ad valorem prior years	0.00	3,000.00	0.0%
Prior years motor vehicle tax	0.00	0.00	0.0%
Penalties and interest	0.00	2,500.00	0.0%
<b>Total Property Taxes</b>	<b>388.13</b>	<b>635,938.00</b>	<b>0.06%</b>
<b>Other Taxes</b>			
Stormwater Fees- current year	60.00	42,830.00	0.14%
Stormwater fees - prior years	0.00	250.00	0.0%
<b>Total Other Taxes</b>	<b>60.00</b>	<b>43,080.00</b>	<b>0.14%</b>
<b>State Shared Revenues</b>			
Alcoholic Beverage Tax	0.00	6,500.00	0.0%
Sales and use tax	0.00	187,000.00	0.0%
Telecom. Sales Tax	0.00	2,000.00	0.0%
Elec. Sales Tax	0.00	100,000.00	0.0%
Video Prog. Sales Tax	0.00	20,500.00	0.0%
Piped Gas Sales Tax	0.00	7,000.00	0.0%
Solid Waste Disposal Tax	0.00	3,300.00	0.0%
<b>Total State Shared Revenues</b>	<b>0.00</b>	<b>326,300.00</b>	<b>0.0%</b>
<b>Parks &amp; Recreation Revenue</b>			
Program Fees	100.00	1,500.00	6.67%
Facility Rentals	170.00	2,500.00	6.8%
Daily swim fees	5,573.00	12,000.00	46.44%
Season pass pool fees	480.00	50,000.00	0.96%
<b>Total Parks &amp; Recreation Revenue</b>	<b>6,323.00</b>	<b>66,000.00</b>	<b>9.58%</b>
<b>Other revenues</b>			
Zoning Permits	381.00	1,000.00	38.1%
Approp. Fund Balance	0.00	91,521.00	0.0%
Civil Penalties	-40.00	300.00	-13.33%
Investment revenue	218.55	1,500.00	14.57%
Miscellaneous	0.00	1,000.00	0.0%
<b>Total Other revenues</b>	<b>559.55</b>	<b>95,321.00</b>	<b>0.59%</b>
<b>Total Income</b>	<b>7,330.68</b>	<b>1,166,639.00</b>	<b>0.63%</b>
<b>Gross Profit</b>	<b>7,330.68</b>	<b>1,166,639.00</b>	<b>0.63%</b>
<b>Expense</b>			
<b>General Government</b>			
<b>Other Expenditures</b>			
Economic Development	0.00	3,300.00	0.0%
Contingency	0.00	20,000.00	0.0%
<b>Stormwater Expense</b>			
Advertising	0.00	100.00	0.0%
Dues and Permits	0.00	250.00	0.0%
Prof. Fees - Engineering	1,150.50	14,000.00	8.22%
Repairs & Maint. Services	0.00	28,730.00	0.0%

<b>Total Stormwater Expense</b>	<u>1,150.50</u>	<u>43,080.00</u>	<u>2.67%</u>
<b>Total Other Expenditures</b>	1,150.50	66,380.00	1.73%
<b>Planning and Zoning</b>			
Zoning Admin. Services	1,057.32	12,688.00	8.33%
Code Enforcement Services	0.00	600.00	0.0%
Consulting Fees	0.00	1,600.00	0.0%
Legal Services	0.00	10,000.00	0.0%
Advertising	0.00	220.00	0.0%
Postage	0.00	80.00	0.0%
Supplies	0.00	300.00	0.0%
Training	<u>0.00</u>	<u>800.00</u>	<u>0.0%</u>
<b>Total Planning and Zoning</b>	1,057.32	26,288.00	4.02%
<b>Gen. Govt. Personal Services</b>			
Adm Assistant	747.00	12,600.00	5.93%
Clerk/Tax Collector	5,618.76	67,425.00	8.33%
Council	0.00	12,806.00	0.0%
Finance Officer	1,455.92	17,471.00	8.33%
Mayor	0.00	5,253.00	0.0%
Payroll Expenses	<u>679.22</u>	<u>9,875.00</u>	<u>6.88%</u>
<b>Total Gen. Govt. Personal Services</b>	8,500.90	125,430.00	6.78%
<b>Professional Fees</b>			
Auditing Services	0.00	4,720.00	0.0%
Legal Services	<u>0.00</u>	<u>11,000.00</u>	<u>0.0%</u>
<b>Total Professional Fees</b>	0.00	15,720.00	0.0%
<b>Supplies and Materials</b>			
Office	<u>50.00</u>	<u>6,000.00</u>	<u>0.83%</u>
<b>Total Supplies and Materials</b>	50.00	6,000.00	0.83%
<b>Services</b>			
Advertising	0.00	100.00	0.0%
Membership and dues	4,407.00	5,200.00	84.75%
Bank charges	108.14	950.00	11.38%
Elections	0.00	3,500.00	0.0%
Insurance/bonds	8,513.67	7,300.00	116.63%
Miscellaneous oper. exp.	0.00	1,000.00	0.0%
Website/flyers	0.00	1,500.00	0.0%
Printing & Delivery Newsletter	0.00	2,400.00	0.0%
Postage	0.00	600.00	0.0%
Property Tax	200.00	500.00	40.0%
Strategic Planning	0.00	500.00	0.0%
Tax collection	0.00	2,500.00	0.0%
Telephone	417.48	5,200.00	8.03%
Training	0.00	1,200.00	0.0%



Travel	0.00	2,000.00	0.0%
<b>Total Services</b>	<b>13,646.29</b>	<b>34,450.00</b>	<b>39.61%</b>
<b>Capital Outlay</b>			
Waste Bin Screening & S/W	0.00	6,000.00	0.0%
Lake Park Rd. Sidewalk	0.00	7,500.00	0.0%
Laptop	0.00	2,000.00	0.0%
Sidewalk repairs	0.00	25,000.00	0.0%
Carillon	0.00	0.00	0.0%
Reserve for Capital Replacement	0.00	10,000.00	0.0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>50,500.00</b>	<b>0.0%</b>
<b>Total General Government</b>	<b>24,405.01</b>	<b>324,768.00</b>	<b>7.52%</b>
<b>Parks &amp; Recreation</b>			
<b>Parks/Rec. Supplies &amp; Materials</b>			
Flags	0.00	1,000.00	0.0%
Janitorial /Cleaning Supplies	0.00	250.00	0.0%
Food/Provisions - events	399.81	2,500.00	15.99%
Pool Supplies	0.00	3,000.00	0.0%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>399.81</b>	<b>6,750.00</b>	<b>5.92%</b>
<b>Parks/Rec Services</b>			
Pool Attendant Salaries	0.00	0.00	0.0%
Pool management fee	10,236.00	52,430.00	19.52%
Pool Operations	0.00	17,500.00	0.0%
Comm. center maintenance	331.00	10,900.00	3.04%
Seasonal Decorations	0.00	14,900.00	0.0%
Events Services	250.00	2,400.00	10.42%
Water/Sewer	0.00	8,000.00	0.0%
Natural Gas	28.78	700.00	4.11%
<b>Total Parks/Rec Services</b>	<b>10,845.78</b>	<b>106,830.00</b>	<b>10.15%</b>
<b>Maintenance of Common Areas</b>			
Landscaping	10,833.00	148,550.00	7.29%
Park maintenance	760.44	48,425.00	1.57%
Pond maintenance	1,702.16	19,600.00	8.68%
Electric Maintenance	0.00	10,500.00	0.0%
Repairs of Common Areas	135.00	2,000.00	6.75%
<b>Total Maintenance of Common Areas</b>	<b>13,430.60</b>	<b>229,075.00</b>	<b>5.86%</b>
<b>Parks/Rec Capital Outlay</b>			
Pool Lighting	0.00	5,000.00	0.0%
Mathisen Square Memorial	0.00	8,000.00	0.0%
Benches, Tables etc.	0.00	2,000.00	0.0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Total Parks &amp; Recreation</b>	<b>24,676.19</b>	<b>357,655.00</b>	<b>6.9%</b>
<b>Public Services/Safety</b>			
Electric bills	9,137.34	109,600.00	8.34%

Street Signs	0.00	7,500.00	0.0%
Waste Collection	0.00	191,000.00	0.0%
Law enforcement	44,029.00	176,116.00	25.0%
Total Public Services/Safety	53,166.34	484,216.00	10.98%
Total Expense	102,247.54	1,166,639.00	8.76%
Net General fund Powell Bill	-94,916.86	0.00	100.0%
Powell Bill Revenue	0.00	96,800.00	0.0%
Total Other Income	0.00	96,800.00	0.0%
Street Exp. - Powell Bill	0.00	96,800.00	0.0%
Total Other Expense	0.00	96,800.00	0.0%
Net Powell Bill	0.00	0.00	0.0%
Net Excess of Rev. over Exp.	-94,916.86	0.00	100.0%

**PARKS AND RECREATION:** Mayor David Cleveland shared Parks and Recreation 2016/2017 budget year accomplishments:

Significant FY2016/2017 P&R Accomplishments:

- Pool: Bathroom Upgrades & New Pool Cover & Deck Tables
- Community Center: New Video Screen & Chamber Chairs
- New Lake Park Banners
- Painted Founders Park & Mathisen Square Gazebos
- New Clock Tower Carillon System
- Resurfaced Tennis and Basketball Courts

FY2016/2017 Budget Performance:

- Budget: \$366,550
- Expenses: \$345,418
- Performance: 6% Under Budget

Cardinal Construction has completed the filling in of the four sidewalk triangles in Russell Park. P&R has tried unsuccessfully for many years to maintain plants in these areas. Cardinal also poured a sidewalk at the back door of the Community Center meeting room.

Girls on the Run, the Garden Club and P&R have each donated swings to the Village similar to the one previously donated by the Garden Club in Russell Park. The new swings were installed last week at Veterans Pond, Lake Charles and Balsam Pond.

The homeowners at 3422 Mayhurst Drive met with the P&R Commission last month to request that they be allowed to purchase a 0.015 acre "slice" of Barnett Park adjoining their back yard. The homeowners have been maintaining this area which is behind the Barnett Park tree line, and the purchase would allow the homeowners to square up their back yard. The homeowners would pay a small amount for this property and would cover all filing fees and closing costs. The homeowners would like to request Council approval to proceed with this

purchase. Mayor David Cleveland shared that if Council decides to proceed with the sale, Council will be establishing a precedent. In the past several residents have expressed interest in purchasing the Village's end caps that are adjacent to their property. Attorney Ken Swain shared that GS160A-265 provides strict guidelines as to the disposal/sale of real property by a municipality. The process includes an initial review, bidding process, notice of sale and a resolution. Attorney Ken Swain will have more information for Council at the September meeting.

P&R approved the purchase of additional matching audience chairs without arms for Council chambers. It is the recommendation of P&R that Council sell the old chairs for \$10 each on a first come, first served basis. Council requested Cheri Clark to review the Village's resolution on personal property disposal for the September Council meeting. Council may decide to donate the chairs to a nonprofit.

P&R approved the completion of the Community Center waste bin screening, sidewalk and pad which would move the enclosed waste bins to the end of the parking lot. The total cost for the project is \$8000 which would be funded out of Capital Outlay (\$6000) and Park Maintenance (\$2000). P&R would like to request Council approval for this project. Pam Jack made the motion to move \$6,000 from Capital Outlay - Lake Park Road Sidewalk to Capital Outlay - Russell Park. John Barnes seconded the motion. Vote - Unanimous. Fabian Szarko made the motion to spend \$6,000 from Waste Bin Screening & Sidewalk and \$2,000 from Russell Park Sidewalk account to proceed with the project. John Barnes seconded the motion. Vote - Three to one with Sandy Coughlin voting no.

Sandy Coughlin voted no because the proposed material for the enclosure are not compatible with the materials currently in use for the Community Center or its adjacent Recreation Complex. She objects because the new enclosure does not reflect the Village ambiance. The waste bin enclosures at Town Center and at the Condominiums and at Central Church all match their adjacent builds and are compatible with the Village ambiance.

The annual National Night Out event was held in Mathisen Square on Tuesday evening, August 1<sup>st</sup>. Approximately 300 residents and first responders enjoyed an evening of Papa Murphy's Pizza, music, games, exhibits, and safety education. Thanks to Event Coordinator, Angie Figiel, and Deputy Dana Rucker for organizing this event and to all the volunteers who made it such a great success.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that the Welcome Totes have been well received in the Village - six totes were delivered in May, 5 in June and 6 in July. Sean Lowther offered to produce a video from the Mayor welcoming new residents to go in the totes. HOA has been considering a HOA Welcome Basket for some months and has been invited to add something to the EDC Welcome Tote. As of now, the HOA is undecided as to what they might add. The EDC suggested that a thumb drive loaded with the CCRs might be worthwhile. As the EDC delivers the baskets, new residents have asked "what's the difference between the HOA and the Council."



Sandy Coughlin shared that the Village of Lake Park page on the Chamber of Commerce website has been updated. The page has tabs for information, highlights, pictures and a map. Council had the opportunity to review the site. Mayor David Cleveland thanked the EDC for all of their work on the site.

EDC has a Networking Breakfast planned for September 19<sup>th</sup>. Shane Fraser will be discussing Social Networking for Professionals.

**FAITH CHURCH ROAD:** Mayor David Cleveland shared that James Record has received four bids for the crosswalk repair on Faith Church Road. NCDOT has provided a price of \$2,000 to \$4,000 depending on the conditions of the road bed when the pavers are removed. Final approval from the Regional Office has not been given at this point. Cheri Clark has confirmed that Powell Bill funds can be used to pay for the repairs. Pam Jack made the motion to spend up to \$5,000 for the crosswalk repair on Faith Church Road and contingent upon NCDOT Regional approval. Sandy Coughlin seconded the motion. Fabian Szarko suggested that the striping of the crosswalk be with reflective paint. Vote – Unanimous.

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** Mayor David Cleveland shared that Precision Safe Sidewalk will be in the Village the first week in September to address the most severe sidewalk trip hazards.

H&S Paving has provided a quote to do restriping of parking spaces, crosswalks, arrows and speed bumps in the Village - \$4,475. Sandy Coughlin made the motion to approve restriping of the streets and road in Lake Park, not to exceed \$5,000. Fabian Szarko seconded the motion. Powell Bill funds will be used for the restriping. Vote – Unanimous.

John Barnes shared that Union Power is looking into replacement globes and light pole refurbishment.

**COMMUNICATION:** The deadline for articles and information for the August newsletter is Friday, August 11<sup>th</sup> at 5 p.m. Topics to be included: National Night Out, Deputy Hackney, Strategic Planning committee updates, P&R, Lighting, Bridge Group – August 24, Garden Club – September 18 – Walk through Mack's Garden, Sages – September 8<sup>th</sup> – noon – Annual Picnic and Back to School.

**COUNCIL COMMENTS:** Fabian Szarko thanked everyone that volunteered with National Night Out (NNO). Everyone had a wonderful time.

Pam Jack shared that she was glad to be back in the country.

Sandy Coughlin thanked Council for the way in which they all work together.

Mayor David Cleveland thanked Council for all that they do in the Village and shared pictures from NNO that Angie Figiel had provided.



Attorney Ken Swain shared that he had attended the Municipal Attorney's Conference and that one of the agenda topics was the government regulation of drones. There are about 8 municipalities in North Carolina that regulate commercial drones (over 55 pounds). Commercial drones do have some federal regulations. Attorney Ken Swain asked Council if they would like for him to provide some information on commercial drones. By consensus, Council expressed an interest in the regulation of the drones.

**ADJOURN:** Fabian Szarko made the motion to adjourn. Sandy Coughlin seconded the motion.  
Vote – Unanimous.

Respectfully submitted,

  
Mayor David Cleveland

  
Village Administrator, Cheri Clark

